

All:

The purpose of these emails is to inform users of important updates or enhancements to the GEARS financial system and/or changes and reminders in reference to work processes. The emails are distributed to all people that have a GEARS user account. Upon receipt, please review the email for any information that may be pertinent to your position and department. All previous GEARS update emails can be found on the courtnet GEARS site under the [Archived Messages](#) link.

GENERAL:

Accounting Day – Accounting Day will be held on Thursday, November 18, 2021. The event has been changed to virtual and will be held via Zoom. Please review the [invite and agenda attached](#) and mark your calendars. It is very important to RSVP to ensure that each person receives the Zoom link.

Close Dates for FY22 – Please be sure to have your documents and end-of-month local processing completed by the last date noted for each month. When a period is closed, the system will provide date messages that will prevent the saving of your document. Please note, there is a Tip Sheet titled, “What to do if you get a closed period message”, on the GEARS site under the “general” heading.

<u>MONTH</u>	<u>LAST POSTING DATE</u>
July	September 15
August	September 15
September	October 15
October	November 15
November	December 15
December	January 18
January	February 15
February	March 15
March	April 15
April	May 16
May	June 15
June	Please follow deadlines that will be published in the year-end schedule.

Training – The presentations from the Fall 2021 GEARS training should be available on the GEARS courtnet site very soon. Please check the site as needed.

ORDER TO CASH:

End of Month (EOM) Local Revenue – This is a reminder to please ensure that all end of month local revenue processing has been completed by the dates noted above. Over the past few months, DBF revenue staff have had to make phone calls to check on the status of this work, even after sending out reminder emails 3-days before the due date. As this is an ongoing activity, this work should be planned for each month and courts should have a backup staff person to handle the work if the primary person is out of the office.

Two important notes about the EOM Local processing:

1. As part of the first step to EOM, please ensure the EOM query, AOC_Charge_ID_ALLOC_EOM, and the Revenue Detail Activity Report **are in balance**. If they are not in balance, please reach out to DBF revenue staff or complete a Service Now ticket to avoid problems later in the process, which would require more in-depth work.
2. As the OTC user guide notes, the query should be subtotaled by charge ID and if any charge ID subtotal is a negative amount, it cannot be disbursed out. A negative amount indicates there is an error that must be resolved first before moving on. Again, please reach out to DBF revenue staff or complete a Service Now ticket to avoid problems later in the process, which would require more in-depth work.

Please always check the date on any user guides or Tip Sheets printed out and kept locally to the GEARS courtnet site to ensure that staff are using the most up-to-date guidance.

PROCURE TO PAY:

Brinks Courier Service – Please review the below two items related to Brinks:

1. Most courts have received a letter from Brinks that stated there will be an increase to the costs of the courier service as of October 1. Please note, the Judiciary's current contractual rates with Brinks are firm until the end of FY22. DBF recommends that any invoices reflecting an increase are short-paid and local staff submit a 24Seven case to the Brinks customer portal requesting that your invoice be adjusted to the correct Judiciary contractual rate.
2. As a FYI, due to invoice/vendor addressing issues, DBF occasionally has to make a change to some Brinks vouchers, which could cause them to route again for approval. Please review and approve the voucher or give DBF Accounts Payable a call with any questions.

If you should any questions about the above information, please feel free to contact me

Thank you,



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